

DD/A Registry

File

*Personnel-17*

PERSONNEL  
22 December 1976

DD/A ADMINISTRATIVE  
INSTRUCTION NO. 76-3

SPECIAL RETIREMENT OPTIONS

1. There are specific career sub-groups in the Directorate of Administration that are in a surplus situation or which have other personnel management problems requiring some personnel reductions. In order to resolve these problems the sub-groups have been authorized to offer to eligible and interested employees the opportunity to retire under special conditions.

2. The Personnel, Security, Medical, Training, Finance, Logistics, MG and M Sub-Groups have been authorized to offer the Discontinued Service and Involuntary Retirement options through 28 February 1977.

3. The following criteria must be met by those eligible employees interested in taking advantage of the Discontinued Service or Involuntary Retirement options:

a. Civil Service Retirement System

(1) 50 years of age and have completed 20 years of creditable Federal Service, or

(2) have completed 25 years of creditable Federal Service, any age.

Annuities are reduced one-sixth of one per cent per month (2 per cent per year) for each month the individual is under age 55.

b. CIA Retirement and Disability System (CIARDS)

Have completed 25 years of creditable service at any age and have ten years CIA service and five years qualifying service. No reduction in annuity will be made for age.

4. This retirement authority has been granted only through 28 February 1977. Eligible careerists who desire to take advantage of one of the involuntary retirement options should notify their Personnel or Career Management Officer as soon as possible to ensure that the necessary processing can be completed.

John F. Blake  
Deputy Director  
for  
Administration

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600030024-P

DDA Registry  
File General-17

DD/A 76-6336

22 DEC 1976

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Special Retirement Options in the Directorate  
of Administration

1. After due consideration of the overstrength situation in which the Directorate of Administration finds itself and discussions with each of the Career Sub-Group Chiefs, I have decided that the Directorate of Administration requires approval to use the Special Retirement Options in all Career Sub-Groups except MC and MZ.

2. The two exceptions are Sub-Groups currently understrength but recruiting toward their respective ceilings. All other Sub-Groups, including the "M" Sub-Group, are either in an overstrength situation or expect to be in the not too distant future. In several cases where such overstrength will be minimal, it is felt that this Special Retirement Option will make it possible to put good management practices into effect by making room for new personnel input into those Sub-Groups. In those Sub-Groups where overstrength is critical, this Option is essential in order to comply with DDA ceiling limitations.

/s/ John F. Blake

John F. Blake

## Distribution:

g & 1 - Addressee  
1 - DDA subj  
✓ 1 - DDA chrono  
1 - JFB chrono  
1 - CMO/DDA

STATINTL

DA:  :pao (22 Dec 76)

Central Intelligence Agency

Executive Registry
76-4295/1
DD/A Registry
76-6244

Washington, D. C. 20505

16 December 1976

NOTE FOR: DDA

Jack:

I will approve this if the General Counsel agrees that we have the authority and approves the procedures and criteria for administration of the options. Notwithstanding our previous offering of such options, I simply do not want to act on the opinions of the Director, Bureau of Retirement and Insurance, CSC regarding the applicability and coverage of our special authorities.

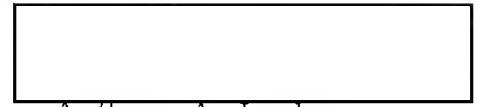


E. H. Knoche

Attachment:  
ER 76-4295

STATINTL

As I understand it, Jack is not asking for authority to offer the options on an indiscriminate or across-the-board basis. On the contrary, under the proposed arrangements, the Director of Personnel would retain the discretion not to offer options more broadly than is justified by actual situations existing within the Directorates or Offices.

A rectangular box with a black border, used to redact the signature of Anthony A. Lapham.

Anthony A. Lapham

STATINTL

Executive Registry	DD/A Registry
76-4295	76-6067

7 DEC 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Special Retirement Options

1. Action Requested: That the Director of Personnel be authorized to approve special retirement options for those Career Services justifying their need.

2. Background:

a. At various intervals since early 1970, the Agency has offered liberalized retirement options, i.e., discontinued service retirement under the Civil Service Retirement Act and involuntary retirement under the CIA Retirement and Disability System, to individuals eligible by virtue of age and years of service. Generally, the options were offered in the broadest sense, on an Agency-wide basis. As time passed, the options were made available only to employees in organizational components and occupational categories where a true surplus existed. The most recent offering was approved by the Director on 1 December 1975 to extend through 29 February 1976.

b. In most instances these options were offered in order to assist the Agency or the Directorates to achieve ceiling levels. The most recent offering earlier this year noted, however, that based on on-duty strength projections alone, the special retirement options were not justified. The primary justification at that time for the use of the special retirement options was that there was a need to resolve special problems, for example, opening room for a greater inflow of young professionals.

c. The four Directorates and the E Career Service have again requested authority to offer the special retirement options in order to meet various management problems.

3. Staff Position:

a. As was the case earlier this year, this special opportunity to retire is not justified on the basis of Agency on-duty strength projections. We believe, however, that there is a need to offer this special retirement opportunity to certain components and categories. In particular, retirements that would flow from this offering would resolve surplus situations which may exist at various grade levels. For example, some offices within the Directorates have exhausted headroom at certain grade levels which has created a serious barrier to the advancement of deserving employees. Attrition must occur both to rectify and to relieve that problem. In addition, some offices or Directorates have a severely limited capacity to hire young professionals or to fulfill their commitments to hire minorities because of limited ceiling. To the extent that individuals in those particular components choose to retire under the special retirement options, a component is able to hire and promote. In the Directorate of Operations present personnel overages, anticipated future cuts, and difficulty in achieving an acceptable manpower distribution have created a management problem of deep concern to the DDO. The special retirement options would be of great assistance in resolving these management concerns.

b. Recently, representatives of the Office of Personnel met with the Director, Bureau of Retirement and Insurance, who administers the Civil Service Retirement Act, to ensure that he would have no objection to our permitting employees to separate from the Agency under conditions which would make them eligible for discontinued service retirement under the Civil Service Retirement Act, even though the Agency or individual Directorates might not have a problem of excess personnel. The Director, BRI reaffirmed positions taken earlier that the Agency's special authorities and its surplus regulation, if used properly to resolve management concerns other than those related to personnel overages, could be used to create the basis for a Civil Service Retirement annuity. He suggested, however, that to the extent possible, this liberalized retirement option be offered on a selective basis rather than across-the-board.

c. The Directorates of Intelligence, Science and Technology, Operations, and the E Career Service have requested authority to offer the special retirement options across-the-board. We have some reservation to doing this, except in the

case of the Directorate of Operations. For this reason, we believe that these Career Services, in collaboration with the Office of Personnel, should attempt to define even more their specific need for these retirement options and strive to identify special selective categories, if possible.

d. As was the case earlier this year, the Director of Personnel could serve as a review mechanism to assure that proposals to offer the options at Directorate or Office levels or within occupational or grade categories are justified and applied within the context of criteria governing the offering of these options.

e. By virtue of recent legislation, the next cost-of-living adjustment of retirement annuities will occur on 1 March 1977. Thus, the offer of special retirement options should run through 28 February 1977.

4. Recommendation: That the Director of Personnel be authorized to offer through 28 February 1977 the special retirement options upon his review of specific proposals received from the Deputy Directors and the Chairman, E Career Service, which serve to resolve a problem of surplus of personnel, or other serious management concerns at organizational levels or within occupations or grade categories.

*John F. Blake*  
John F. Blake  
Deputy Director  
for  
Administration

APPROVED/DISAPPROVED:

*E. N. Knoche*  
Deputy Director of Central Intelligence

*12/21/76*  
Date

Distribution:

Orig - Adse, return to D/Pers

1 - DCI

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Originator:

Director of Personnel

6 DEC 1976

STATINTL DD/Pers:  bkf (3 Dec 76)



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Approved For Release 2002/05/20 : CIA-RDP80-00473A000600030024-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Anthony A. Lapham  
General Counsel

EXTENSION

NO.

DDA 76-6321

DATE

21 December 1976

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA - 7D26

21 DEC. 76

JFB/RSF

Hank,

2.

DDA

We have reviewed Jack Blake's memo of 7 Dec. to you proposing your approval of a program of special retirement options which you referred to me via Jack on 16 Dec.

STATOTHR  
STATOTHR

3. DDCI - 7D6011

21 DEC.

22 DEC.

RSF

4.

DDA / PERSONNEL

5.

DDA

23 DEC 76

/s/ JFB

6.

REF

8.

STATINTL

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15.

As indicated in Jack's memo, the special retirement options have been offered before in order to head off projected problems with manpower ceilings, and we see no legal reason why the same options cannot be offered in an effort to deal with the other personnel problems and management concerns outlined in the memo.

Approved For Release 2002/05/20 : CIA-RDP80-00473A000600030024-1 (over)